

NELAC FIFTH ANNUAL MEETING

- Detailed Schedule of Events & Locations -

June 28, 1999 - July 1, 1999
Sheraton Hotel and Conference Center
Saratoga Springs, New York

Sunday, June 27, 1999

2:30 pm - 8:00 pm Registration

Monday, June 28, 1999

8:00 am - 5:00 pm Registration

10:00 am - 10:30 am Introduction to NELAC Secretariat & Spectacular Bid
for New NELAC Attendees Fred Siegelman, NELAP

11:00 am - 12:30 pm Opening Session Saratoga Ballroom

•Welcome Jeanne Mourrain, NELAC Director
•NELAC Chair Address Kenneth Jackson, NELAC Chair
•Presentation of Nancy Wentworth, EPA Quality
Accrediting Authority Assurance Division
Recognitions

•Keynote Address Jay Benforado, EPA Deputy
Associate Administrator for
Reinvention Policy

•NELAC V Highlights Elizabeth Dutrow, NELAC
Executive Secretary

•Overview of Interagency Charles Peters, USGS
Methods and Data
Comparability Board Efforts

12:30 pm - 1:30 pm Lunch (on your own)

1:30 pm - 5:00 pm	Concurrent Committee Sessions	
	<i>National Database</i>	Citation
1:30 pm - 1:40 pm	Introduction of Members	
1:40 pm - 2:40 pm	Presentation on National Database Activities	
	<i>Program Policy and Structure</i>	Man O'War & Affirmed
1:30 pm - 1:40 pm	Introductions of Members	
1:40 pm - 2:45 pm	Committee Issues	
2:45 pm - 3:15 pm	BREAK	Gallery
3:15 pm - 5:00 pm	Committee Issues	
	<i>Quality Systems</i>	Saratoga Ballroom
1:30 pm - 1:50 pm	Committee Introductions, Guiding Principles, Areas of Focus, Approach for Receiving and Responding to Comments, and Session Ground Rules	
1:50 pm - 2:45 pm	Section 5.9.4, Calibration, proposed changes	
2:45 pm - 3:15 pm	BREAK	Gallery
3:15 pm - 3:40 pm	Appendix D.1.4, Detection, proposed changes	
3:40 pm - 4:35 pm	Appendix D.5, Air Testing, proposed changes	
4:35 pm - 5:00 pm	Session Review & Discussion	
	<i>Transition</i>	Secretariat & Spectacular Bid
1:30 pm - 1:40 pm	Introduction of Committee Members & Review of Agenda	
1:40 pm - 2:10 pm	Review of Status of Accrediting Authorities & Timeline for Next Steps	
2:10 pm - 2:30 pm	Review Results of Laboratory Survey	
2:30 pm - 2:45 pm	Review and Discussion of Proposed Policy on Initial NELAC Inspections	
2:45 pm - 3:15 pm	BREAK	Gallery
3:15 pm - 5:00 pm	Clarification of Issues & Response to Questions	
5:00 pm - 6:00 pm	Environmental Laboratory Advisory Board Open Forum	Saratoga Ballroom

Tuesday, June 29, 1999

8:00 am - 5:00 pm Registration

7:30 am - 8:30 am Breakfast
Gallery

8:30 am - 12:00 noon Concurrent Committee Meetings

Conference Management

Citation

8:30 am - 8:40 am Introduction of Committee Members
8:40 am - 9:00 am Update on Sponsorship of NELAC Interim Meetings
9:00 am - 9:30 am Old Business as Proposed at NELAC IVi: Should Conference
Management Committee be dissolved?

Membership & Outreach

Travers

8:30 am - 8:40 am Committee Introductions, Mission Statement,
and Session Ground Rules
8:40 am - 8:50 am Minutes from 4/28/99 teleconference
8:50 am - 10:00 am Old and Ongoing Business
-Journals and other websites
-NELAC website (general overview, FAQs,
presentation material, publication of State
representative roster)

10:00 am - 10:30 am BREAK Gallery
10:30 am - 12:00 pm New Business
-Committee membership and role of M&O Committee
-M&O relationship to other committees (Liaisons?)
-NELAC Historian
-Publicity (articles, open discussion)

Proficiency Testing

Grand Ballroom

8:30 am - 8:45 am Introduction of Committee Members, Agenda Review, Process
8:45 am - 9:15 am Comments Summary
9:15 am - 9:45 am Summary of FAQs with the highlight "Can a State choose its PT
Provider?"

9:45 am - 10:00 am Chapter 2, Section 2.0
10:00 am - 10:30 am BREAK Gallery
10:30 am - 10:50 am Chapter 2, Sections 2.1 & 2.2

10:50 am - 11:20 am Chapter 2, Sections 2.3 - 2.5
 11:20 am - 12:00 pm Chapter 2, Sections 2.5 - 2.7

Quality Systems

Whitney & Alabama

8:30 am - 9:30 am	Appendix C, Sections 5.10.2.1 and 5.6.2, Initial Demonstration of Capability, proposed changes	
9:30 am - 10:00 am	Appendix D.3, Section 5.9.4.1.f, Microbiology, proposed changes	
10:00 am - 10:30 am	BREAK	Gallery
10:30 am - 10:40 am	Section 5.5.3.1, Internal Audits, proposed changes	
10:40 am - 11:00 am	Appendix B, Definitions, proposed changes	
11:00 am - 12:00 pm	Proposed Changes to Standards & Session Review/Discussion (Changes within sections and comments from VWEA/VA-AWWA, ELAB, etc.) concerning Sections 5.1, 5.4.2.e, 5.5.2, 5.5.3.2, 5.5.4, 5.62, 5.10.5.c, 5.11.3, 5.12, 5.13, D1.1, D.1.3 Note: Appendices E, F & G are not part of the standards	
12:00 noon - 1:00 pm	Lunch (on your own)	
1:00 pm - 5:00 pm	Concurrent Committee Meetings	

Accreditation Process

Whitney & Alabama

1:00 pm - 1:10 pm	Introduction of Committee Members,	
	Guiding Principles, and Session Ground Rules	
1:10 pm - 1:40 pm	Grandfather Clause for Technical Director	
1:40 pm - 2:45 pm	Mobile Laboratory Issues	
2:45 pm - 3:15 pm	BREAK	Gallery
3:15 pm - 4:00 pm	Mobile Laboratory Issues (continued)	
4:00 pm - 5:00 pm	Other Issues of Concern	

Proficiency Testing

Grand Ballroom

1:00 pm - 1:30 pm	Appendix A	
1:30 pm - 2:00 pm	Appendix B	
2:00 pm - 2:30 pm	Appendices C & D	
2:30 pm - 2:45 pm	Appendix E	
2:45 pm - 3:15 pm	BREAK	Gallery
3:15 pm - 3:30 pm	Appendix F	
3:30 pm - 3:50 pm	Appendix G - <i>Discussion only, will not be presented for voting</i>	
3:50 pm - 4:10 pm	Appendix H - <i>Discussion only, will not be presented for voting</i>	
4:10 pm - 4:30 pm	Solid Waste PT Criteria	
4:30 pm - 5:00 pm	Revisit any "parking lot" items	

Regulatory Coordination

Travers

1:00 pm - 1:10 pm	Call to order; Introduction of Committee Members
1:10 pm - 1:20 pm	Approval of minutes from Interim Meeting and May 5 th Teleconference
1:20 pm - 1:30 pm	Selection of Committee Chair
1:30 pm - 2:30 pm	Discussion of ISO Draft 17025
2:30 pm - 2:45 pm	Discussion of EPA Regulatory Agenda of April 1999
2:45 pm - 3:15 pm	BREAK
3:15 pm - 3:30 pm	Regulatory Coordination Materials Posted on NELAC Website
3:30 pm - 4:10 pm	New Business

Gallery

6:00 pm - 10:00 pm

Banquet

Gideon Putnam Hotel

Wednesday, June 30, 1999

8:00 am - 5:00 pm

Registration

7:30 am - 8:30 am

Breakfast
Gallery

8:30 am - 12:00 noon

Concurrent Committee Meetings

Accrediting Authority

Secretariat & Spectacular Bid

8:30 am - 8:40 am	Introduction of Committee Members, Special Guests, & Approval of Agenda
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8:40 am - 10:00 am	Review Current Status of Chapter 6 and Proposed Changes -Editorial changes and typos -Updating the NELAP National Database, Section 6.3.3.1.1 (d) -Definition of governmental laboratory added to NELAC Glossary?
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10:00 am - 10:30 am	BREAK
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Gallery

10:30 am - 11:00 am	Continued Discussion of Changes to Chapter 6
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11:00 am - 11:45 am	New Issues
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11:45 am - 12:00 pm	Report to be made to Closing Plenary Session
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Field Measurements

Affirmed & Man O'War

8:30 am - 8:40 am	Introductions of Members	
8:40 am - 9:05 am	Brief History of Field Measurements Committee	
9:05 am - 9:40 am	Conversion from Ad Hoc to Standing Committee Status	
9:40 am - 10:00 am	Schedule for Development & Implementation of Field Standards	
10:00 am - 10:30 am	BREAK	Gallery
10:30 am - 11:00 am	Outlines of General Standards for Field Activities & Source Emissions Standards	
11:00 am - 11:30 am	Communications Strategy	
11:30 am - 11:50 am	Sampling Problem Paper	
11:50 am - 12:00 pm	Action Items	

On-site Assessment

Saratoga Ballroom

8:30 am - 8:40 am	Introduction of Committee Members,	
	Guiding Principles, and Session Ground Rules	
8:40 am - 9:05 am	Proposed Changes to Standards	
9:00 am - 10:00 am	Assessor Checklists	
10:00 am - 10:30 am	BREAK	Gallery
10:30 am - 11:00 am	Assessor Checklists (continued)	
11:00 am - 12:00 pm	Assessor Training Courses	
12:00 noon - 1:00 pm	Lunch (on your own)	
1:00 pm - 2:45 pm	Environmental Laboratory	Saratoga Ballroom
	Advisory Board (ELAB) Meeting	
2:45 pm - 3:15 pm	BREAK	Foyer
3:15 pm - 5:00 pm	Environmental Laboratory Advisory Board Meeting (continued)	

Thursday, July 1, 1999

7:00 am - 8:00 am	Breakfast	Gallery
8:00 am - 10:00 am	Plenary Session	Saratoga Ballroom
	*Review of Proposed Changes to Standards	
	*Summary of Administrative & Ad Hoc Committee	
10:00 am - 10:30 am	BREAK	Foyer
10:30 am - 1:00 pm	Voting and Closing Session	Saratoga Ballroom